Bureau of Human Resources

500 E Capitol Ave Pierre, SD 57501 605.773.3148

http://bhr.sd.gov/

Questions?

On the bottom of your screen you will see an icon



Questions?

If you have a question after the presentation concludes

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Bureau of Human Resources

Our mission is to build, develop, and support a high-performing and healthy workforce

Payroll

Pay periods end on the 8th and the 23rd of each month.

Pay days are the 1st and the 16th of each month.

Pay days on weekends or holidays are moved to the Friday before.

Payroll

It is very important your time sheet is correct.

If you are overpaid, your direct deposit will be voided and withdrawn from your account.

A corrected pay will be deposited up to five days later.

Overtime Pay

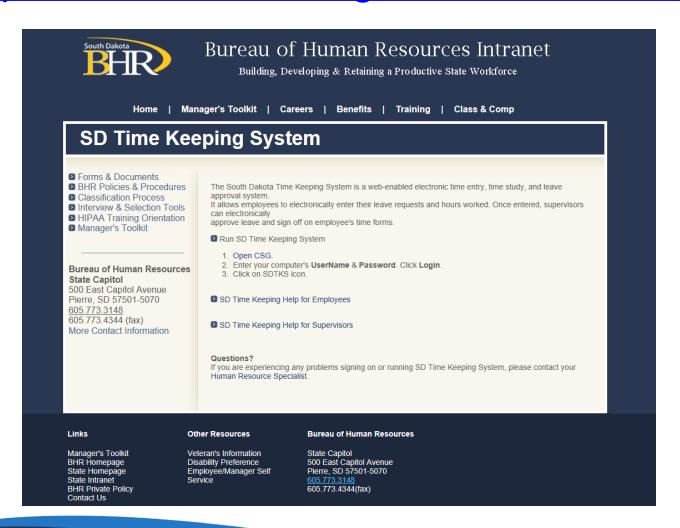
Hourly employees only.

Based on ACTUAL hours worked.

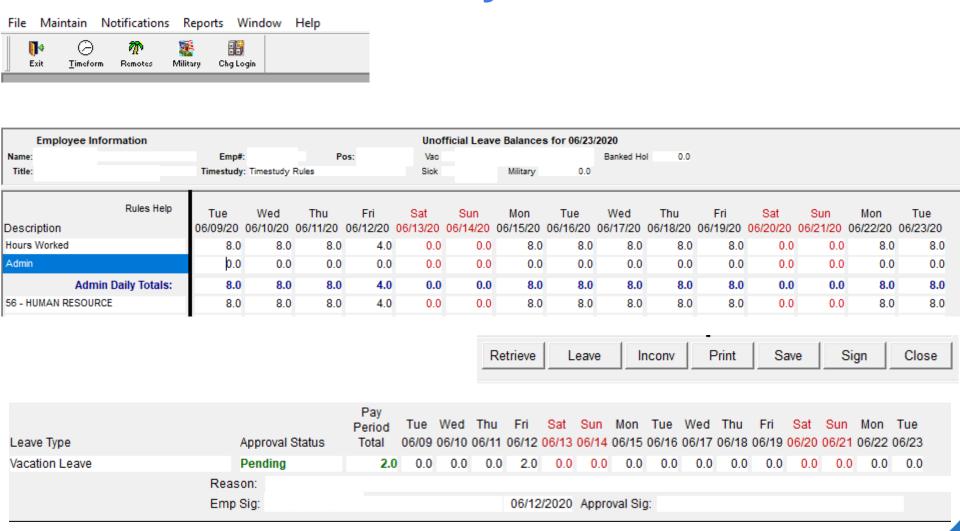
Must work more than 40 hours within your work week.

TKS System

https://intranetbhr.sd.gov/tks/default.aspx



TKS System



Probationary Period

The probationary period is

- Time of evaluation to determine compatibility of job duties with skills
- 6 months for most positions
- Two performance evaluations

Accountability & Competency Evaluation (ACE)

Accountabilities

Performance of duties

Competencies

 Relative abilities, knowledge, and skills that enable a person to perform effectively in their position.

Accountability & Competency Evaluation

Employees are evaluated using a rating system

- Unsatisfactory
- Improvement/Development Needed
- Successful Performance
- Exceptional Performance

Vacation Leave Accrual

Permanent full-time employees

- With less than 15 years of service
 - Earn 5 hours Vacation per pay period
 - Max 240 hours
- With greater than 15 years of service
 - Earn 6.6667 Vacation per pay period
 - Max 320 hours

Part-time employees

Leave is prorated based on the number of hours you work

Sick Leave Accrual

Permanent full-time employees

- Earn 4.6667 hours of Sick per pay period
- There is no maximum

Part-time employees

Leave is prorated based on the number of hours you work

Sick Leave Usage

For employee, and for temporary care for immediate family member

- personal illness
- vision, dental, medical appointments
- birth or adoption of a child
- temporary care of immediate family
- exposure to contagious disease
- counseling and treatment
- death of an immediate family member

Paid Family Leave (PFL)

Permanent Full-Time and Permanent Part-Time employees are eligible

- Must be employed for minimum of 6 continuous months
- Pays 24 hours per week for up to 8 weeks (192 hours)
- Part-time employees will receive pro-rated hours
- Must be taken within one year following the birth or adoption of a child
- Can only be used in weekly increments

Family Medical Leave Act

Referred to as FMLA.

Federal regulation that protects your job when you have a serious medical event.

Not an extra bank of leave hours.

Notify your supervisor/HRS if you will be out for longer than 3 days due to a serious medical event.

Military Training Leave

Permanent employees are entitled up to 15 days per calendar year.

Must obtain written orders indicating dates of training period.

15 calendar days notice requested.

Paid Holidays

New Year's Day	January 1
Martin Luther King, Jr. Day	third Monday in January
Presidents' Day	third Monday in February
Memorial Day	last Monday in May
Independence Day	July 4
Labor Day	first Monday in September
Native American Day	second Monday in October
Veterans Day	November 11
Thanksgiving	fourth Thursday in November
Christmas	December 25

Longevity Pay

Based upon the total years of service.

Payment begins at 7 years.

\$100 longevity payment each year for 7 to 10 years of service.

For years 11 to 14, multiply \$10 by years of service.

For years 15 to 19, multiply \$15 by years of service.

Human Resources Portal Self-service web page for employees

https://bfm.sd.gov/ess

South Dakota Employee/Manager Self Service

HR Portal

HR Portal Guide:

https://bfm.sd.gov/ess/HRPortalInstructions.pdf

Human Resources Portal Self-service web page for employees

Employee Space Guide:

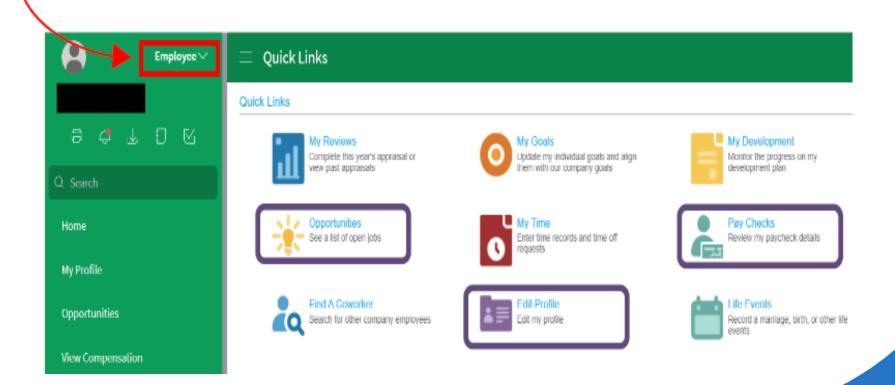
https://bhr.sd.gov/files/empspaceinfo.pdf

Manager Space Guide:

https://bhr.sd.gov/files/mgrspaceinfo.pdf

Employee Main Screen

Select Employee from dropdown. The icons you will use are Opportunities, Edit Profile, and Pay Checks.

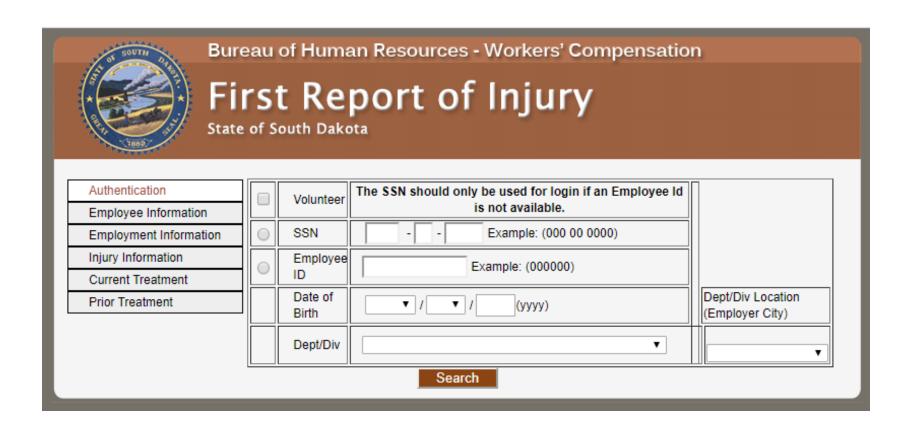


Worker's Compensation

https://bhr.sd.gov/policies-forms/forms/#wc

If you are injured on the job, it is important to fill out a First Report of Injury (FROI) ASAP.

State law gives you 3 days to report an on-the-job injury to a supervisor and 7 days to complete a FROI.



Worker's Compensation FROI

Be as detailed as possible.

Starts the review process to determine workers' compensation eligibility.

Print or save a copy of the completed FROI and give it to your supervisor.

Thank you for attending our presentation

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